



PRODUCT GUIDE

Everything included.

Blackstone LOMS · Law Office Management Suite

A module-by-module walkthrough of the system, so you know exactly what you're buying before you sign up. No sales call required.

THE SYSTEM AT A GLANCE

Eight sections. One login.

Every part of the practice lives in the same system, organized the way a firm actually works rather than a generic CRM bolted onto spreadsheets.

01	Dashboard	Daily summary: calendar, tasks due, and what changed since yesterday.
02	Client Management	Clients, client files, contacts, messages, and the address book.
03	Case Management	Calendar, tasks, to-do lists, documents, websites, and forms.
04	Legal Operations	Escrow, phone & email log, time and expense, finance, and reporting.
05	Logistics	Shipment tracking for physical filings and mail.
06	AI & Knowledge	BlackStone AI and the built-in legal research database.
07	Office Management	Subscriptions and office resources, separate from client-billable work.
08	Administration	Matter types, note topics, and firm-wide configuration.

MODULE 01 • DASHBOARD

Start where the day starts.

The dashboard is the first thing you see at login: a plain-language summary of what needs attention, not a wall of widgets.

- ◆ **Daily summary**
Calendar items, open tasks, and recent activity, summarized in one view.
 - ◆ **Quick actions**
Add a client, log time, or jump into a matter without digging through menus.
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MODULE 05 • LOGISTICS

Shipment tracking.

Physical filings and mail don't disappear once they leave the office.

- ◆ **Shipment**
Track outbound and inbound packages tied to a matter, with courier and tracking details.

MODULE 02 · CLIENT MANAGEMENT

Every client, one record.

Profiles, files, contacts, messages, and addresses, all in a categorized system instead of scattered across email threads.

◆ **Clients**

A complete client database with full profile management.

◆ **Client Files**

Document storage and organization specific to each client.

◆ **Contacts**

Detailed contact records with communication history attached.

◆ **Client Message**

Internal messaging for client communications, logged against the record.

◆ **Address**

A categorized address book — Attorney, Judge, and custom categories — with search, filter, and CSV export.

MODULE 03 • CASE MANAGEMENT

The matter, end to end.

Calendar, tasks, and to-do lists live alongside the case's own documents, websites, and forms — one place, not five tabs.

SCHEDULING

- ◆ **Calendar**
Day, week, and month views for court dates and deadlines.
- ◆ **Task Management**
Assign and track tasks tied to a matter or a person.
- ◆ **ToDo List**
Personal and case-specific to-do lists.

CASE CONTENT

- ◆ **Documents**
Case documents, organized and linked to the matter.
- ◆ **Websites**
Bookmark and manage URLs relevant to the case.
- ◆ **Forms**
Legal form templates, ready to populate per matter.

MODULE 04 • LEGAL OPERATIONS

Where the money is tracked.

Escrow, time, expenses, finance, and reporting, all tied to the matter that generated them.

- ◆ **Escrow Management**
Client fund tracking, kept separate from operating accounts.
- ◆ **Phone & Email Log**
Calls and emails logged against the matter and contact automatically.
- ◆ **TimeSlip & Expense**
Time entries and expense tracking tied to the matter and client.
- ◆ **Finance**
Billing, invoicing, and financial management in one place.
- ◆ **Report**
Calendar, event, and phone/email reports, ready to export.

MODULE 06 · AI & KNOWLEDGE

Blackstone AI

An assistant that already knows the file. BlackStone AI works from your firm's own matters, not just general legal text, so it drafts, searches, and researches in context.

BlackStone AI

Drafts letters and notices in the firm's established tone and formatting, and searches firm-wide knowledge alongside matter-specific files.

Legal DB

A built-in legal research database, linked directly to matter files, so relevant statutes and precedent surface without a separate subscription.

MODULE 07 • OFFICE MANAGEMENT

Running the firm itself.

Resource scheduling, subscriptions, and firm expenses, kept separate from client-billable work.

◆ **Subscription**

Manage the firm's own software licenses and subscriptions.

◆ **Office**

Resource and space management for the practice itself.

MODULE 08 • ADMINISTRATION

Configured once, applied firm-wide.

◆ **Matter Type**

Define the types of matters the firm handles.

◆ **Phone & Email Settings**

Configure how calls and emails are logged and routed.

◆ **Note Topics**

Standardize note categories across the firm.

◆ **TimeSlip & Expense Type**

Define billable categories for time and expense entries.

GET STARTED

Set it up today. No sales call
required.

Create an account and start moving matters into Blackstone
LOMS this afternoon.

bsloms.com